

Message

From: Lazos, Pamela [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=15D4F11C6327474BB424A24CBD406E93-PLAZOS]
Sent: 5/10/2021 10:22:54 PM
To: Williams, Tanya [Williams.Tanya@epa.gov]
Subject: RE: War Items are due on Tuesday, May 11 before 12:00pm. Submit your war items to the G:/user/share/waritems or Tanya. Also, remember to,,,,
Attachments: RA report.Motion to Intervene.docx

Here's one for you, Tanya. Thank you.
Pam

From: Williams, Tanya <Williams.Tanya@epa.gov>
Sent: Friday, May 07, 2021 7:36 AM
To: R3 RC <R3_RC@epa.gov>
Subject: War Items are due on Tuesday, May 11 before 12:00pm. Submit your war items to the G:/user/share/waritems or Tanya. Also, remember to,,,,

WAR items must also include the following per OECA. If your WAR item does not contain the following it will be returned to you (obviously, this is primarily for enforcement related items, as this comes from OECA and uses the term "case," but if you have counseling items that would benefit from this approach, feel free to use it). I understand that it may take a while before we all get used to this new format. Please also still indicate if Innovative (nee NextGen) injunctive relief is part of any settlement.

2. Weekly Activity Reports: A request for you on your Weekly Activity Report entries for cases. In anticipation that the reports may start being more widely read by folks who are new in the Agency, we'd like to make sure the entries always hit a couple key points: (1) Please have your entries lead with a sentence that summarizes what the case is about and its human health health/environmental significance; (2) somewhere in the writeup, indicate either what the state's role/position is on the case, or that the case is direct implementation.

Goal: where possible, draft a single paragraph with all of the critical information. If needed, more are fine, but try to keep it simple - like a news story.

- Your audience is other EPA folks who are familiar with the relevant authorities, so you do not need a detailed explanation of how the statute / reg works.

- For statutes - use the abbreviation only, and you do not need to use the U.S.C. citation (e.g. CAA, CWA, CERCLA, RCRA etc.)

- If your document is a "Supercafo," please state that the document initiated and resolved the matter.

- Include the Docket Number (administrative or judicial) at the end of your title, in brackets [].

Tanya Williams
Administrative Assistant

Office of Regional Counsel
U.S. EPA – Region 3
(215) 814-2146